

CITY OF SALINA
POSITION DESCRIPTION

CLASS TITLE: Custodian I GR: 3 FLSA: NE DATE: 02/18/98
DEPARTMENT: Parks & Recreation DIVISION: Buildings
REPORTS TO: Bldg. Maint Supervisor APPROVED: _____ JOB CODE: 4004

GENERAL DESCRIPTION:

Under general supervision, keeps assigned buildings clean and orderly; prepares rooms for meeting; makes minor repairs. Works within prescribed standards.

TYPICAL DUTIES:

Cleans and maintains various municipal buildings; sweeps, scrubs, strips and waxes floors; dusts and polishes furniture, sills, blinds and woodwork; replenishes supplies; empties and cleans waste receptacles; washes windows and walls; assists in moving and arranging furniture and equipment; turns out lights and locks and unlocks doors and windows; replaces light bulbs; maintains equipment and materials; cleans restrooms; repairs doors, window and locks; performs minor carpentry work; does routine painting; vacuums and shampoos carpets; removes spots and stains; oils heater motors and pumps; sets up and cleans rooms for meetings; services air conditioning and heater units; performs minor electrical and plumbing work; maintains grounds including watering, mowing, weeding and trimming; cleans grounds by picking up paper and trash; shovels snow; checks and records boiler pressure levels; services boilers, hot water heaters and compressors; aids in emergency and storm related activities; posts prepared data and minimal activity records; performs overtime as required; and performs other duties as assigned.

SUPERVISION - RESPONSIBILITY FOR WORK OF OTHERS:

None

MINIMUM EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:

Any combination of education and experience equivalent to completion of eighth grade; a valid Kansas driver's license required

RESIDENCY REQUIREMENTS:

None

ESSENTIAL JOB FUNCTIONS:

Establish and maintain effective working relationships with fellow employees, officials and the public. (Daily)

Air conditioners, hot water heaters, boilers and other units assigned are serviced, maintained and operated properly and efficiently. (Daily)

Maintain and continually upgrade knowledge of methods, materials and equipment used in janitorial work. (Daily)

Clean and maintain assigned areas. (Daily)

Maintain accurate and appropriate inventory of parts, supplies, tools and equipment. (Daily)

PHYSICAL DEMANDS OF ESSENTIAL JOB FUNCTIONS:

Work Type: Medium, exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Climbing/Balancing: Minimum of climbing includes, uneven surfaces, balance required

Walking: Extensive amount required

Stooping/Bending: Frequently

Stand/Sit: Sit about 10 percent of the time

Reaching: Frequent, overhead as well as horizontal

Vision: Adequate to perform essential functions

Color Vision: Adequate to perform essential functions

Hearing: Occasionally perceive nature of sounds by ear

Speech: Occasionally express ideas by means of spoken words

Eye/Hand/Foot Coordination: Frequently operates equipment requiring minimal eye/hand/foot coordination

Manual Dexterity: Frequently operates equipment requiring some dexterity

ESSENTIAL JOB FUNCTION EXPOSURES:

Inside/Outside: Inside work and minimal outside work

Cold/Heat: Controlled environment, adverse weather conditions possible

Noise/Vibrations: Equipment noise

Hazards: Occasionally works near moving belts and pulleys

Fumes/Dust/Odors: Minimal exposure to dust, fumes and odors

Infectious Diseases: Low exposure

MENTAL REQUIREMENTS OF ESSENTIAL JOB FUNCTIONS:

Ability to read and comprehend written material.

Ability to listen to and apply information and instructions.

Ability to understand mathematical concepts to include basic arithmetic.

MACHINES, TOOLS, EQUIPMENT AND WORK AIDS USED:

Vacuum sweeper, floor buffers and waxers, brooms, mops and hand tools.

REMARKS:

The above position description is intended to describe the duties of an employee in general terms and does not necessarily describe all of his/her duties.